

Internal/External
STATE OF MONTANA JOB VACANCY

DEPARTMENT OF CORRECTIONS
An Equal Opportunity Employer

December 1, 2006

Job Title:	Program Director; Juvenile Parole Officer II	Position No.:	24438
Division:	Juvenile	Pay Band:	7
Location:	Great Falls	Bargaining Unit:	None
Status:	Permanent, Full time	Supplement:	None
Salary:	\$18.959	Shift:	TBA
Benefits: State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employee's retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care.			

Application Deadline: Applications may be returned to any local Job Service Office or the Department of Corrections by email, fax or hard copy.

Human Resources, Room 311
P.O. Box 201301
1539 11th Ave.,
Helena, MT 59620-1301

fax to (406) 444-4551 **email to** hrcen@mt.gov

No later than 5:00 p.m. December 15, 2006.

Application materials are available on the web at <http://mt.gov/statejobs/statejobs.asp>

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact a Personnel Specialist at 444-4394. The Department of Corrections is a smoke free agency.

Equal Employment Opportunity Employer: The Department of Corrections does not discriminate on the basis of disability or other legally prohibited basis. And will provide upon request reasonable accommodations to enable an applicant with a disability to apply and interview for a position.

Special Information:

This position performs managerial, professional, administrative, public relations, communications, project management, and supervisory duties. Position serves as the Program Director for the Youth Transitional Center supervising 16 staff members and 17 youth residents.

Typical Duties:

Program Director Responsibilities:

Serves as liaison for the Department between, administrators, and superintendents of state institutions, news media and the public. Requires knowledge of Corrections best practices and theories, state laws, policies of the department, public relations and communication theories and methods.

- Sets the priorities for all requests coming to the transitional center, both internally and from outside the agency and maintains and monitors the centers daily schedule to ensure prompt response and efficient use of time.
- Authorizes necessary action or delegates authority to appropriate staff;
- Assures that action is taken and all necessary procedures and details are completed.
- Serves as a point of contact with the department handling requests for services and information responding in an appropriate manner.
- Coordinates the security and maintenance of the transitional center with the Department. Responsible for key control, night security, installation of security measures, and fielding requests for maintenance. Requests and coordinates investigations for break-ins or thefts.
- Continual evaluation of the transitional center program and practices to improve efficiency, minimize staff requirements, and increase productivity.
- Reviews and analyzes resource needs of the YTC program, reviews specifications and limitations of equipment.
- Handles Transition Center communications, with important legal implications, both intra- and interagency and with the public.
- Formulates policies and procedures for YTC.
- Complies with Department, Division, and Unit policy and/or direction and consults as needed or required with supervision to obtain clarification or address concerns.
- Complete risk assessment within 30 days and update every 3 months.
- Review and update automated information systems.
- Update monthly caseload report.
- Build, manage and perform records management.

Project Management:

Designs, formulates, and implements special projects assigned by the Division Administrator.

- Establishes and maintains contact with elected officials, district judges, police departments, sheriffs, county attorneys, and county commissioners, and public schools. .
- Manages the Transitional Center Budget.
- Monitors compliance with term contracts.

Supervisory Duties:

Supervises Correctional Officers in the transitional center by hiring, training, outlining work tasks and timelines and evaluating staff' performance. Responsible for discipline and leave approval

- Implement and perform managerial applications such as: Hire & Fire, Personnel evaluation, staff counseling, disciplinary actions, internal investigations, staff drug testing, vehicle maintenance, back ground checks, scheduling of all staff, work with city & county health departments, payroll reports, conduct staff meetings, perform resident counts and manage both house and residents bank accounts.
- Assists staff in career growth and development.
- Develops processes and protocols for staffing and workload.
- Delegates staff workload and coordinates shared duties by utilizing knowledge of the department, priorities, communication and supervisory skills.
- Cooperates with other staff and demonstrates respect for other employees, which contributes to a positive and efficient working environment.
- Perform one on one conferencing with residents and staff.
- Assure compliance of parole agreements and interventions.
- Perform field investigations as needed.
- Make determinations on parole placement or transitional center placement.
- Network for resident placement with employers, parents, schools, providers, clients, and treatment planners; act as liaison between same and residents.
- Network with youth court to assure restitution.
- Network with placement committee.
- Establish medical and physician appointments for residents.
- Develop recreational requirements for residents.
- Coordinate and maintain "Certificates to detain".
- Develop and implement resident Medicaid applications.

- Input automated data for each resident.
- Oversee the discipline Program.
- Oversee the intake and discharge process.
- Provide treatment of residents.
- Develop and revise house policy manual.
- Inventory and purchase equipment to maintain the facility.
- Perform Correctional Officer's 1 and 2 duties when required.
- Maintain the annual licensing for the group home.
- Coordinate and schedule all educational programs.
- Maintain "Behavior Management " of all residents
- Review on a daily basis prior day logs for concerns and issues.
- Review daily appointment book for residents.
- Manage and coordinate all scheduling of all facility residents.
- Participate as a Juvenile Parole Officer.
- Develop, review, assess and follow up on case plans.
- Schedule one on one with clients.
- Attend placement committees and provide six-month review reports.
- Visit youth in secure care.
- Manage all steps for violations from investigations to writing the report to possible transport.
- Facilitate restitution payments to victims or youth court.
- Perform UAs and BAs.
- Coordinate all information with client and family.
- Place client on electronic monitoring.
- Obtain client legal representation.
- Restrain clients.
- Investigate, and supervise clients on interstate compact.
- Keep chronological records of client and collateral contacts.
- Attend and testify in court.
- Stay current with DOC Policy.
- Facilitate monthly reentry team.
- Determine parole conditions and send to facility.
- Authorize client travel permits.
- Counsel clients and refer to services such as mental health.
- Register and monitor sex offenders and violent offender clients and facilitate victim/offender mediation.
- Prepare discharge requests.

Extended hours may be required for such things as emergencies. Work must be exacting and must be able to work without direct supervision. The press of business can interrupt work breaks and lunch breaks. May be asked to work in a secure facility around delinquent youth.

Competencies:

CUSTOMER ORIENTATION

Creates an atmosphere in which timely and high quality information flows smoothly between self and customer. Encourages open, honest and constructive expression of ideas and opinions. Demonstrates active listening skills. Uses appropriate body language. Seeks to understand others' viewpoint. Analyzes the customer needs and adjusts to the perspective of the customer, when appropriate.

- Asks questions or requests more information for further understanding
- Listens to and demonstrates compassion or sensitivity towards others' viewpoints and opinions
- Aware of and sensitive to subtle cues in relationships and communications (body language, personal agendas) that may differ from the spoken word
- Builds rapport, establishes strong, cooperative working relationships and interaction
- Gives and solicits feedback frequently and consistently

WRITING EFFECTIVELY

Expresses and presents information and ideas in writing that is clear, succinct and understandable. Adjusts the language, writing style and terminology used to meet the need and level of understanding of the reader. Utilizes knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar. *(This competency includes any type of formal or informal written communication: i.e. letters, reports, studies, presentations, articles, rules, policies, procedures, manuals.)*

- Writes clearly, logically and effectively; eliminates unnecessary detail
- Uses correct grammar, spelling and punctuation and reviews work for accuracy
- Uses technical terms and acronyms appropriately
- Adjusts the language, writing style and terminology used to meet the need and level of understanding of the reader

LEADERSHIP

Shares information, feedback and knowledge (two-way communication) with key persons inside and outside of the organization to ensure successful project outcomes and/or improvement. Includes training, teaching and coaching others. Actively steps into a leadership role

- Provides others with direct, constructive and positive feedback
- Assists others by sharing insights
- Trains and develops others' career path
- Encourages self-confidence and capability in others
- Coaches, develops and mentors others
- Assists others by sharing insights
- Supports others with constructive coaching

FLEXIBILITY AND ADAPTABILITY

Accepts change as a healthy and normal part of growth. Receptive to new information and recognizes the validity of various viewpoints; sees situations objectively. Responds positively to changes in direction and priorities, responsibilities or assignments. Adjusts to multiple demands, priorities, ambiguity and change positively. Works effectively within a variety of situations, individuals or groups.

- Responds positively to changes in direction, priorities, responsibilities or assignments
- Switches roles or procedures easily to achieve work results
- Maintains effectiveness and focus when dealing with uncertainty, change or transition
- Retains flexibility when faced with change

ANALYTICAL THINKING

Breaks problems into component parts. Considers and organizes parts in a systematic way. Looks for underlying causes or thinks through the consequences of different courses of action.

- Takes a logical approach to problems, identifies root causes and reasons things through
- Weighs the risks and benefits associated with multiple alternatives
- Puts a problem in context, recognizes risks, understands situational variables
- Knows how much proof is enough in supporting a theory
- Identifies critical information necessary to analyze problems
- Understands what information is needed and where and how to collect it
- Relates information from different sources to analyze and draw logical conclusions
- Reconciles the conflicts between short term requirements and long term objectives

Education and Experience:

The above knowledge, skills and abilities are typically acquired through a Bachelor's degree in Social work, Criminal Justice, Psychology, Sociology, Native American Studies, Social Science, Teaching, Human Services and one to two years related experience.

Alternative to education is two years related experience for one year of school (four years of higher education required for Bachelor's Degree). Alternative for Experience is a training assignment.

Requires a valid Drivers License and basic computer skills.

THE AGENCY MAY CONSIDER A TRAINING ASSIGNMENT FOR AN APPLICANT WHO DOES NOT MEET THE MINIMUM YEARS OF EXPERIENCE.

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 6/91 or 12/93). **Portions of the application may be photocopied if legible (see page 1 for instructions).**
2. Applicants claiming the **Veteran's or Handicapped Person's Employment Preferences** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
3. Authorization to Release Information. This Authorization is required for all positions within the Department of Corrections.

****HIRING AUTHORITY DOES NOT RECEIVE THIS FORM DUE TO REQUEST FOR DATE OF BIRTH. ****

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Immigration Reform and Control Act: In accordance with the Immigration Reform and Control Act, the person selected must produce, within three days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Services Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

**DEPARTMENT OF CORRECTIONS
AUTHORIZATION TO RELEASE INFORMATION**

Applicant's Name:	
Other names Used:	
Social Security Number:	
Date of Birth:	

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my qualifications for the position for which I have applied as is evident through my past work record. I hereby expressly authorize the Department of Corrections to contact my present or past employers, co-workers, personal references or any other possible work references. I further expressly authorize those aforementioned past employers and/or references to respond to such work related inquiries and to provide any and all information that they may have concerning me, including information of a confidential or privileged nature. I further release those past employment sources from any liability, which may relate to the information provided to the Department in good faith.

I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for purposes related to the hiring decision for the position that I have applied only.

This authorization shall be valid and effective for one year from the date signed.

Have you ever been convicted of Domestic Abuse, either Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

_____ No _____ Yes Date: _____ : _____ Jurisdiction _____

Applicant's Signature: _____ **Date:** _____